



Community Initiatives Program

Major Cultural and Sport Events

Program Guidelines

November 2016

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Community Initiatives Program

1. PURPOSE AND OBJECTIVES

- 1.1 Community Initiatives Program (CIP) aims to foster healthy, vibrant communities across Alberta. The program has been designed to support the efforts of organizations that contribute to their communities and to create opportunities for Albertans to engage with their communities.
- 1.2 CIP **outcomes** are to:
- **Support community-driven goals that have public benefit; and**
 - **Strengthen leadership and organizational capacity of community organizations.**
- 1.3 The CIP is governed by the terms outlined in the Community Development Grants Regulation.
- 1.4 CIP is also guided by a set of principles that help guide decision-making and administration of the grant program. These **principles** are:
- **Community Driven Public Benefit**
 - **Transparency**
 - **Equity**
 - **Accountability**
 - **Flexibility**
 - **Simplicity**
- 1.5 CIP is funded by the Government of Alberta through the Alberta Lottery Fund with funds generated through video lottery terminals (VLTs), slot machines, and ticket lotteries. These revenues are used to support thousands of volunteer, public and community-based initiatives annually.

2. CIP MAJOR CULTURAL AND SPORT EVENTS STREAM

- 2.1 The Major Cultural and Sport Events stream (MCSE) builds on Alberta's reputation as an attractive destination and proven capacity for hosting a range of national and international calibre cultural and sport events. It recognizes the sophisticated network of cultural and sport organizations that have demonstrated the ability to collaborate and deliver high quality events that fulfill broader CIP objectives. It provides community organizations an opportunity to build upon Alberta's strengths for hosting national and international events, including diverse and natural landscapes; existing cultural, sport and tourism-related facilities and infrastructure; and vibrant communities with quality visitor services and amenities.

2.2 The purpose of the program is to streamline processes and maximize limited funding for organizations applying through multiple sources within Alberta Culture and Tourism.

2.3 Major Cultural and Sport Events stream will consider the following type of events:

- Cultural. The focus is on national or international cultural events that are recognized by the respective governing body.
- Sport. The focus is on national or international amateur sport events recognized by national sport organizations or international federations. This could include national and world championships and world cup events.

3. PROGRAM OVERVIEW

3.1 MCSE is one of four funding streams within the CIP. Also within CIP are Operating, Project-Based, and International Development. The following table details the unique characteristics of MCSE.

Characteristic	CIP Major Cultural and Sport Events stream
Funding Range	*Maximum \$250,000
Application Deadlines	April 1 and October 1
Project Completion and Financial Reporting Timeframe	18 months from date of the grant agreement
Application Package	Application Form Project Budget Template Checklist for supporting mandatory documents.
Grant Agreement	Formal grant agreement upon approval

*Indicate your total request that includes potential funding from Alberta Culture and Tourism and its agencies.

3.2 Organizations requesting funding from MCSE and other sources within Alberta Culture and Tourism should submit a single application with the total requested amount. Submissions will be reviewed and considered collaboratively within the ministry and successful applicants will receive a single grant cheque. Examples of other funding sources within the ministry include Alberta Sport Connection, the Alberta Foundation for the Arts, and Tourism.

3.3 Organizations applying to the CIP MCSE program may submit applications for multiple events through this stream in the same fiscal year. Each event must be submitted on a separate application form. Multiple events submitted on one application will not be accepted.

3.4 While standard guidelines apply to all funding streams, each funding stream has its own application package requirements.

4. ELIGIBILITY REQUIREMENTS

4.1 Eligible Organizations

The following organizations are eligible to apply for funding under the CIP Major Cultural and Sport Events:

- Community nonprofit organizations who are registered (and in good standing) under one of the following Acts :

Provincial Legislation

- *Agriculture Societies Act*
- Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations*
- *Companies Act*, Part 9 (Nonprofit Companies)
- *Societies Act of Alberta*
- *Special Act* of the Alberta Legislature

Federal Legislation

- *Special Act* of the Parliament of Canada
- *Canada Not-for-profit Corporations Act* and must be registered in Alberta under the *Business Corporations Act*
- *Income Tax Act* (of Canada and operating in the Province of Alberta (Charities))

- First Nations and Métis Settlements
- Foundations established and regulated under the province's *Regional Health Authorities Act*
- Universities, colleges, and institutes as defined under Alberta's *Post-secondary Learning Act*.

* An organization must have an Alberta-based address that must be regularly monitored by an active member of the organization.

4.2 Ineligible Organizations and/or Applicants

The following organizations are not eligible to apply for funding under CIP Major Cultural and Sport Events:

- Municipalities
- For-profit organizations;
- Any other organizations not registered under one of the above mentioned Acts
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by Alberta Culture and Tourism
- Individuals.

4.3 Eligible Projects

4.3.1 CIP Major Cultural and Sport Events funding provides financial assistance to enhance the capacity of organizations in their pursuit of, planning for, and hosting of national and international cultural and sport events that will support the social and economic well-being of Albertans and the host communities. Eligible projects include single, major cultural and sport events that are national or international in scope.

4.3.2 Eligible Major Cultural and Sport Events may include the following:

- Sanctioned international and national level cultural events that are open to the public to attend as spectators.
- Sanctioned international and national level sport events that are open to the public to attend as spectators.

4.4 Ineligible Projects

The following projects are not eligible for funding within CIP Major Cultural and Sport Events:

- 4.4.1** Events that are still in the bidding process.
- 4.4.2** Events that are being organized or delivered by for-profit organizations.
- 4.4.3** Events where the Government of Alberta is being asked to assume or underwrite any contingent or other liability such as deficit or revenue and rights fee guarantee.
- 4.4.4** Professional events.
- 4.4.5** Local sport and cultural events or festivals that draw the majority of participants and spectators from a local or regional area.
- 4.4.6** International or national conferences, congresses, symposiums, or annual general meetings.
- 4.4.7** Sport development/training camps.
- 4.4.8** Provincial or interprovincial championships.
- 4.4.9** Multi-sport games.
- 4.4.10** Elementary, junior high, and high school sport championships.

4.5 Ineligible Expenses

CIP Major Cultural and Sport Event funding cannot be used for expenses related to:

- 4.5.1** Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising and similar activities not related directly to the delivery of the event.
- 4.5.2** Endowments, charitable donations, fundraising campaigns, developing a business case or proposal for funding, donor recognition/walls, gifts (volunteer recognition).
- 4.5.3** Capital expenditures – any construction, upgrading, maintenance, or operating costs to facilities to stage cultural or sport events.
- 4.5.4** Expenditures for which other grant dollars have been allocated.
- 4.5.5** Prize monies.

- 4.5.6** Alcohol.
- 4.5.7** Domestic or international bid costs.
- 4.5.8** Appearance fees for athletes.
- 4.5.9** Any costs for gifts, gratuities, honoraria, or other items of personal benefit.
- 4.5.10** Any costs that exceed the Government of Alberta's Travel, Meal and Hospitality Expenses Policy.
- 4.5.11** Retroactive expenses incurred prior to submission date.
- 4.5.12** Other expenses deemed ineligible as per Community Initiatives Program guidelines.

5. CRITERIA

The following general criteria will be used to evaluate project funding requests:

- 5.1** Projects must address a community-identified initiative and demonstrate community involvement.
- 5.2** Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants must address the criteria below when completing their applications.

5.2.1 Organization's Capacity

The organization must demonstrate its ability to execute the project by:

- providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience)
- demonstrating the organization's sustainability through financial stability, operational history, and community support
- demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership – board and management).

5.2.2 Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

- be registered more than one year under one of the previously mentioned Acts
- demonstrate ability to host the event
- demonstrate that appropriate facilities are available for hosting the event
- demonstrate community partnerships to supporting hosting of the event (other funders, corporate sponsors, community organizations, volunteers)
- demonstrate sufficient matching resources for requested grant
- have access to additional funding that is required to complete the project
- have provided a detailed budget and explanation of costs within the application
- demonstrate financial viability and self-sufficiency.

5.2.3 Project Benefits

The organization must demonstrate how the project will:

- have a high level of community impact
- have broad public benefit and accessibility to the event

- support and grow national and international cultural and sport development in Alberta
- improve quality of life and community wellness
- enhance programming and operational efficiencies
- build organizational capacity and leadership
- have other specific event legacy benefits for the host community and the province.

5.2.4 Funding Considerations

In evaluating the project, considerations will be given to:

- project readiness, including availability of resources (human and financial) to carry out the project
- prior funding given to the applicant, community, and the region
- demonstration of the organization's need for financial assistance
- regional equity
- availability of grant funding
- ability to complete the project with partial CIP funding.

5.2.5 Economic Impact

The applicant must demonstrate the economic impact of hosting the event by outlining the:

- expected duration of the event, including pre- and post-activities involving spectators, participants (athletes and entertainers), and other event participant groups (trainers, coaches, media)
- breakdown in tourism visitation related to the event (in-province, other Canada, USA, and other international markets) for spectators, participants (athletes and entertainers), and other event participant groups (trainers, coaches, media).
- anticipated economic impact from hosting the event involving measures for direct, indirect, and induced impacts for GDP (value added, employment, jobs and taxes)
- return on investment (derived from economic impact relative to taxation impacts).

5.3 Projects that demonstrate limited public access or benefit will be given a lower priority.

5.4 Organizations that do not have a sufficient amount of matching resources in place will be given a lower priority.

5.5 Due to limited funds and high demand for CIP funding, not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced, or no funding for their projects.

6. MATCHING REQUIREMENTS

6.1 CIP Major Cultural and Sport Events funding is only approved on a matching basis. The applicant must contribute an amount equal to or exceeding the grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment, or materials, all of which must be specifically related to the project.

6.2 Other Government of Alberta funding may not be used as a matching resource for a CIP Major Cultural and Sport Events grant. Maximum funding from the Government of Alberta cannot exceed 50 per cent of the total project cost. Francophone Secretariat funding is not considered as part of Government of Alberta funding.

6.3 Matching of Donated Labour, Equipment, or Materials

6.3.1 The value of donated resources for CIP projects is based on:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours in final accounting report);
- \$35.00 per hour for skilled labour (must report actual hours in final accounting report)*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours in final accounting report)
- donated materials and professional services at verified fair market value.

*Skilled labour includes qualified trades and professionals specific to components of a project (e.g., ice making, trail/course development). A bio should be included with the application showing demonstrated experience and skills.

6.3.2 Supporting documentation for donated resources must be maintained and may be requested from applicants for accounting purposes and include:

- volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

6.4 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

6.4.1 Other Government of Alberta funding. Francophone Secretariat funding is not considered as part of Government of Alberta funding.

6.4.2 Any project expense deemed as ineligible for funding (refer to section 4.5, page 6) cannot be used as a match.

6.4.3 Wages and salaries associated with the regular, ongoing operations of the organization.

6.4.4 Volunteer travel time or mileage for picking up materials and equipment.

6.4.5 Volunteer time related to fundraising, preparing grant applications, attending meetings or planning activities related to the project or organization.

6.5 Matching Restrictions

The following sources of funding may have restrictions on whether they can be used for matching:

6.5.1 Charitable gaming proceeds generated from licensed gaming events (e.g., bingos, casinos, raffles, and pull tickets) can be used for matching purposes provided this is disclosed in the

application and the project expenditures are an approved use of gaming proceeds and comply with the Alberta Gaming and Liquor Commission policies.

- 6.5.2** Cash funding must be supported by current financial statements signed by two signing authorities (statement of revenue and expenses, and balance sheet) of the organization or current bank records to confirm that the cash is available. Substantial cash donations relative to total project costs must be confirmed with a letter by the donor.
- 6.5.3** Cash available from federal, municipal, or private foundation grant programs to be confirmed with a letter from program representatives.

7. APPLICATION PROCEDURES

The following specifies procedures for submitting an application to CIP Major Cultural and Sport Events:

- 7.1** Each CIP funding stream has its own application package that includes forms, budget templates, and mandatory information requirements that must be fully completed. Applicants need to ensure they are applying to the funding stream that is best suited for the project. Instructions are included that provide guidance relative to completion of the application forms and templates. Applicants are encouraged to contact the program office for assistance with completing the application.
- 7.2** Organizations requesting funding from the Major Cultural and Sport Events stream and funding from other sources within Alberta Culture and Tourism should submit a single application with the total requested amount.
- 7.3** Organizations applying to the CIP Major Cultural and Sport Events program may submit applications for multiple events through this stream in the same fiscal year. Each event must be submitted on a separate application form. Multiple events submitted on one application will not be accepted.
- 7.4** In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is available to ensure the application package is complete and all supporting documentation and mandatory attachments are included. Applicants should ensure all required and supporting documents are submitted.
- 7.5** Program staff may return incomplete applications.
- 7.6** It is important that applicants keep a complete copy of their application. Applicants may need to refer to this copy if program staff have questions about the application.
- 7.7** Applications should include letters of support or other official statements regarding the project.

- 7.8** Applicants that will be engaging a third party to carry out the project on their behalf must submit a letter signed by the applicant and the third party that outlines the nature of the commitment of each party to the project.
- 7.9** Project expenses included in the application may not be considered if they are incurred before the application has been received by program staff. Incurring these expenses prior to approval of the application is at the applicant's own risk. Applicants who begin the project prior to receiving notification relative to their application will not be eligible to resubmit their project if funding is not approved.
- 7.10** Applications are fully reviewed against the program criteria, project assessment factors, and supporting documentation provided. Organizations may be contacted if further information or clarification is required.
- 7.11** Funding approvals will reflect all funding sources within the ministry and applicants will receive a single grant cheque.
- 7.12** Applicants that have overdue or incomplete accounting and reporting related to funding previously approved through Alberta Culture and Tourism and its agencies (Community Grants, Alberta Foundation for the Arts, Alberta Sport Connection, Alberta Tourism, and Alberta Historical Resources Foundation) will not be considered for new funding until their outstanding accounting and reporting requirements have been closed. If an applicant has financial reporting due within six months of the application deadline, or is unsure about the impact of any outstanding reporting due to Alberta Culture and Tourism and its agencies, contact program staff before applying.
- 7.13** The Minister of Culture and Tourism may exercise discretion in approving applications that fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and important contributions to the community.
- 7.14** Organizations can submit their application in one of two ways:
- Online by accessing the link from the Alberta Culture and Tourism website at <http://culture.alberta.ca/grantprograms>
 - Or**
 - A paper application can be submitted by mail or in person to:
Major Cultural and Sport Events
Alberta Culture and Tourism
Suite 212, 17205 – 106A Avenue
Edmonton, AB T5S 1M7

8. NOTIFICATION

- 8.1** Applicants will receive written notification of the decision regarding their application.
- 8.2** All decisions on grant applications are final, and no appeals will be considered.

8.3 The review and decision-making process takes approximately two to three months. The notification period for the CIP Major Cultural and Sport Events stream is as follows.

	CIP Major Cultural and Sport Events stream
Application Deadlines	April 1 and October 1
Notification of Decision Period	June 30 and December 31

8.4 Applicants may not resubmit an application for the same project until written notification of the outcome of the current application is made by Alberta Culture and Tourism.

9. FUNDING CONDITIONS

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

- 9.1** Applications for CIP Major Cultural and Sport Events are reviewed collaboratively by appropriate program area representatives within the Ministry of Culture and Tourism. Funding approvals will include all sources within the ministry and organizations will receive a single cheque that reflects all funding.
- 9.2** After the review and approval of a CIP Major Cultural and Sport Events stream application:
- the grant recipient must sign a formal grant agreement with the ministry outlining the terms and conditions of the grant funding prior to funding being released
 - program staff will provide the grant funding agreement to the grant recipient.
- 9.3** Grant funds must be deposited into an account in accordance with the terms of the grant agreement.
- 9.4** The grant funds must be spent according to approved eligible costs as determined by program staff. If the grant funds are being provided to a third party to carry out the project and this was not known or indicated at the time of the application, the grant recipient is required to notify program staff ideally before signing the grant agreement, but definitely before proceeding with the project.
- 9.5** Payments must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g., financial institution's negotiated cheque) that the payment has been made to the vendor.
- 9.6** Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to the Government of Alberta. Program staff should be contacted for instructions.

9.7 If the nature of the project approved in the original application changes, the change of scope of the project and reallocation of funding requires the written approval from program staff. A written request must be made to program staff requesting approval.

9.8 Project scope and financial reporting must be completed and submitted to program staff within 18 months from the cheque date, unless an extension of the reporting date has been approved.

9.9 Extensions

If the grant recipient anticipates that the project will not be completed within the allotted time frame and wishes to request an extension, a request must be submitted to program staff in writing.

- Extension requests for grants must be made 30 days in advance of the Final Accountability Report due date.
- The extension request letter should include:
 - the reasons why the project could not be completed within the time frame
 - a description of what has been completed and costs incurred to date (in order to demonstrate the amount of progress that has been made)
 - copy of an updated bank statement showing the balance of the grant funding and matching funds
 - a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day).

The decision on extension requests will be communicated in writing to the grant recipient by program staff along with appropriate documentation to confirm it.

9.10 Change of Project Scope

9.10.1 The grant recipient must notify program staff of any anticipated fundamental change of scope or any anticipated shortfall of expenses for the project as soon as possible. As a result, the grant recipient may be requested to:

- submit a written request to use the remaining funds for the proposed project change, and if approved, apply the unexpended funds to this purpose, or
- submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by program staff. Repayment must be submitted to program staff for processing and file closure.

9.10.2 The decision on change of project scope requests will be communicated in writing to the grant recipient by designated program staff along with appropriate documentation to confirm it.

9.11 Approval of CIP Major Cultural and Sport Event funding in no way constitutes acceptance, implicit or otherwise, of a longer term funding commitment by the Government of Alberta to the project. Should any project require additional grant funding in the future, then a new funding application would need to be submitted for consideration.

10. FINANCIAL REPORTING REQUIREMENTS

- 10.1** Project scope and financial reporting must be completed and submitted to program staff within the specified time frames unless an extension of the reporting date has been approved:
- CIP Major Cultural and Sport Events stream: 18 months from the cheque date.
- 10.2** Program staff maintain the right to request interim reporting at any time.
- 10.3** For the CIP Major Cultural and Sport Events stream, grant recipients must provide a:
- summary report that includes:
 - a detailed description of the completed project
 - the benefits of the completed project
 - a description of communication opportunities provided for the Government of Alberta.
 - a review engagement report, prepared by a certified public accountant licensed to practice in Alberta and accompanying financial statement relating to the completed project.
- 10.4** Recipients must provide access, upon request, to all financial documents or records relative to all expenses and revenues related to the project including MCSE grant funding as set out in the agreement.
- 10.5** Recipients shall permit, if requested, the Minister or Minister's representative, or auditors engaged by the Minister, to examine during regular business hours, the books or records relating to the project for which the MCSE funding was used as set out in the agreement.
- 10.6** As a recipient of lottery funds, a grant recipient shall permit, upon request, any authorized representatives of the Alberta Gaming and Liquor Commission, to examine the books or records relating to the project in which the MCSE funding was used as set out in the agreement.
- 10.7** Records should be kept for seven years from the date of the notification letter of file closure from program staff.
- 10.8** Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from any Government of Alberta grant program until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in the Government of Alberta pursuing legal action.
- 10.9** If the grant recipient is applying for new CIP funding, overdue financial reporting relating to other Alberta Culture and Tourism grants must be provided to Program staff in a satisfactory manner.

11. ACKNOWLEDGEMENT STANDARDS AND REQUIREMENTS

- 11.1** Recipients of CIP funds are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.
- 11.2** Acknowledgement, credits, promotion and publicity (written, electronic and verbal) requirements for CIP Major Cultural and Sport Events stream approved projects are outlined in the formal grant agreement.
- 11.3** The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways
- News release or submitted article to local/regional media
 - Social media channels such as Twitter, Facebook, Flickr and blog postings, etc.
 - Organization's website or newsletter
 - Signage, either temporary or permanent.

12. CONFLICT OF INTEREST

- 12.1** In addition to complying with the CIP MCSE guidelines and the Community Development Grants Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
- 12.2** A conflict of interest may be actual or perceived.
- Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
 - Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.
- 12.3** Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an

interest in, have no involvement with the project and in no way personally benefit from the Government of Alberta funding that was provided.

- 12.4** As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Minister. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

13. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 13.1** The personal information that is provided on the grant application form will be used for the purpose of administering MCSE and advising the applicant of grant program updates and relevant ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)* and is protected by the privacy provisions of the *FOIP Act*.
- 13.2** The *FOIP Act* applies to any information that is provided to Alberta Culture and Tourism. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the *FOIP Act*.
- 13.3** Please note, once an application has been approved and funding issued to an organization, the community or city, grant recipient, project, amount funded, and fiscal year become a matter of public record. Successful grant recipients are published on the Government of Alberta Grant Payments Disclosure database at the following link:
- <http://www.alberta.ca/grant-payment-disclosure.cfm>.
- 13.4** Occasionally, Alberta Culture and Tourism may contact applicant organizations to provide information about ministry initiatives or announcements related to the following topics:
- grant program changes, funding announcements and opportunities to provide input/opinion on programs
 - awareness of ministry resources available to the nonprofit sector including ministry sector events.
- 13.5** Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the CIP office.
- 13.6** For questions about the collection and use of this information, please contact the program staff.

14. OFFICE CONTACT INFORMATION

14.1 General contact and address information for the CIP is:

CIP Major Cultural and Sport Events
Alberta Culture and Tourism
212, 17205 - 106A Avenue
Edmonton, AB T5S 1M7

Main line: 780-422-9598
Toll-free: 1-800-642-3855

<http://culture.alberta.ca/community/community-grants/major-cultural-and-sport-events/>

15. CIP MCSE GUIDELINE REVIEW

15.1 These guidelines will be reviewed, at a minimum, every five years to ensure they best support the needs of Alberta's communities and align with best practices in grant administration.